INTEGRATION TYPE

APPLICATION COMPLETE
ADD ASSESSMENT TO JOB

Add assessment to job in iCIMS to get all applicants to apply

Move the Optimize Hire Assessment package to the Selected bin to ask all applicants to take the assessment when they apply to the given job in iCIMS.
APPLICATIONS BEGIN TEST

Applicants click the button to begin the assessment

Candidates complete the iCIMS application normally. In the last step of the iCIMS application, candidates are asked to complete the Optimize Hire Assessment. When your candidate clicks the button to complete their assessment, they will be redirected to the Optimize Hire Assessment.
Welcome Jane Doe,

To be considered for the Administrative Assistant position at CP Tech, you must complete this assessment.

- If you have any technical difficulties, please email us at support@optimizehire.com

Applicants take test

Applicants complete the assessment in 8-10 minutes

Applicants take the Optimize Hire Assessment, which takes about 8-10 minutes to complete. The assessment evaluates applicants' cognitive ability, personality, motivation, and more to better predict which candidates will be the best performers and stick around in the job the longest.
ASSESSMENT COMPLETE

Applicants complete the assessment and are returned to iCIMS

Applicants who score high on the Optimize Hire Assessments are significantly more likely to have lower turnover, be more engaged in their work, be more committed to the organization, be promoted, and achieve higher supervisor and patient ratings than low scorers.
ALL APPLICANTS RANKED

All applicants are ranked in the People tab by assessment score.

Focus on the highest scoring applicants. Below is more context on the Overall Score based on thousands of previous applicants:

- **Highest possible score**: 100
- **Highest scores you are likely to see**: high 70s or low 80s
- **Upper quartile (top 25% of applicants)**: 65 and above
- **Average score**: 60

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VIEW DETAILED RESULTS

Click the assessment report link to view the applicant's results

Optimize Hire provides a custom interview guide for each applicant based on their assessment scores.
Assessment Results

Your candidate had an overall score of 73

**Overall Score (0-100)**
The Overall Score represents a combination of all nine traits in the assessment. The higher the Overall Score, the more likely the candidate is to be successful in the job.

**Green Lights & Yellow Lights**
Green lights indicate that a candidate scored high on a trait. This interview guide is designed to help you probe further on the yellow lights, the traits needing further clarity. If a yellow light appears in the table below, then interview questions for that trait will appear in the following pages. Use the interview questions to gain better insight into this candidate.

<table>
<thead>
<tr>
<th>Traits</th>
<th>Lights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intrinsic Motivation</td>
<td>⬜️</td>
</tr>
<tr>
<td>Achievement Motivation</td>
<td>⬜️</td>
</tr>
<tr>
<td>Helping Motivation</td>
<td>⬜️</td>
</tr>
</tbody>
</table>

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**GREEN & YELLOW LIGHTS**

We provide a breakdown of the candidate’s assessment score

Green lights indicate that a candidate scored high on a trait.

If a yellow light appears in the table below, then interview questions for that trait will appear in the following pages. Use the interview questions to gain better insight into this candidate.
Interview Questions

These questions are designed to determine the degree to which the candidate is calm when faced with negative feedback. Ask the candidate some of the questions below, take notes their answers, and mark the appropriate rating.

Emotional Stability Questions

1. Describe a time when you had to deal with an angry individual. What did you do to handle the situation?
2. What do you do when you are having a bad day? What have you found to make you feel better?

Emotional Stability Rating Scale

Please rate the degree to which the candidate is likely to be calm when faced with negative feedback. Select a rating below.

- [ ] Meets Expectations
  - Candidate can describe appropriate and effective steps for calming down an angry person. They understand what causes stress in their own lives, and have developed ways to avoid and alleviate these feelings.

- [ ] Does Not Meet Expectations
  - Candidate takes inappropriate and ineffective steps to calm the angry individual. Candidate doesn’t have a sense of how to manage their emotions in stressful situations.

USE INTERVIEW GUIDE

Ask the applicant interview questions and rate their answers using the given rating scale

Optimize Hire provides custom interview questions to help you dive deeper into potential problem areas uncovered by the assessment.

You can use the box at the bottom of the page to take notes, and indicate whether or not an applicant meets expectations for that trait using the rating scale. Ratings and notes are saved instantly in iCIMS.
INTEGRATION TYPE

WORKFLOW

STATUS UPDATE
CHOOSE CANDIDATES TO ADVANCE

Click the check marks next to any candidate for whom you want to initiate the Workflow Status Update.
ADVANCE CANDIDATES

Click the green "advance" button.
INITIATE OPTIMIZE HIRE ASSESSMENT

Choose the "Initiate Optimize Hire" option from the popup menu.
EMAIL IS TRIGGERED TO SELECTED CANDIDATES

Candidates can now take the assessment by clicking the link in the assessment
Welcome Jane Doe,

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ASSESSMENT SCORES AND INTERVIEW GUIDE HYPERLINK SHOW UP IN ICIMS PEOPLE TAB

Once the applicant completes the assessment, their assessment scores and interview guide hyperlink show up in the iCIMS People tab.
THANK YOU!